



## Human Resources

DATE POSTED: **December 16, 2005**

**REQ. # 05-312**

**NOTICE OF JOB OPENING  
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS  
EQUAL OPPORTUNITY EMPLOYER**

2300 Virginia Avenue Fort Pierce, Fl. 34982 – 5652

Telephone (772) 462-1546 Jobline (772) 462-1967

<http://co.st-lucie.fl.us>

This position must be posted for at least five (5) working days from **12-16-2005** TO **12-22-2005**, but will remain open until filled.

DEPARTMENT/DIVISION
<b>GROWTH MANAGEMENT - MPO</b>
POSITION AVAILABLE
<b>MPO SUPERVISOR</b>
# OF OPENINGS
<b>1</b>
STARTING SALARY
<b>\$46,232.99 / year</b>
COMMENTS
<b>Driving Position</b>
VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

**JOB CODE 708**  
**PAY GRADE 23**  
**SALARY: \$46,232.99 - \$73,462.90**  
**METROPOLITAN PLANNING ORGANIZATION SUPERVISOR**

**MAJOR FUNCTION:** Professional supervisory position in the Administration Division of the Department of Growth Management. Work includes supervision of senior level professional planning staff, management and coordination of county wide metropolitan transportation planning related issues and programs. Work involves considerable initiative and independent performance, and substantial contact and coordination with government officials, other departments and divisions, federal, regional and state agencies. The incumbent is responsible to and serves under the supervision of the Director and Assistant Director.

**KNOWLEDGE, ABILITIES AND SKILLS NEEDED TO PERFORM THE ESSENTIAL JOB FUNCTIONS OF THE POSITION:**

**Knowledge:** Supervisory, managerial and budgetary skills; planning principles and practices; current local development trends; statistical and other research methods; local, state and federal regulations pertaining to transportation planning, county and city planning issues, regulations, grants and programs; local government operations, with particular reference to county and city administration and management.

**Abilities:** Ability to supervise and manage complex transportation planning programs and projects. Ability to prepare and maintain organizational budget, grant writing and administration. Ability to analyze and interpret complex data. Ability to supervise the maintenance of administrative records. Ability to establish and maintain a satisfactory working relationship with employees, government officials, private organizations, and the general public. Ability to present information, ideas, and recommendations clearly and succinctly in written and verbal form. Ability to supervise professional, secretarial and clerical staff members, including assignment of work and review of same. Ability to demonstrate sensitivity to political, social and fiscal constraints regarding planning issues, projects and programs.

**ESSENTIAL JOB FUNCTION:** Supervise professional staff and manage the daily operations of the Metropolitan Planning Organization (MPO). Prepare and maintain MPO budget and transportation planning work program to satisfy federal and state regulations. Contact and coordination with government officials and federal and state and local transportation agencies. Performs related work as requested or assigned.

**ESSENTIAL PHYSICAL SKILLS:** Use of hands and fingers with dexterity. Good vision and hearing with or without correction. Periodic walking and standing. Occasional light lifting and carrying (30 pounds or less), reaching above shoulders, kneeling, bending and squatting. Ability to operate County automobile continuously for a period of one hour.

**ENVIRONMENTAL CONDITION REQUIREMENTS:** Nearly constant work inside the office in a sedentary posture. Periodic attendance at meetings inside and outside the County office buildings. Occasional field trips to unimproved and improved developments sites, agricultural areas and wilderness areas.

**WORK HAZARDS:** Possible vision dysfunction due to heavy computer work. Occasional field visits to undeveloped areas, agricultural areas and areas under development, with attendant hazards.

**SAFETY EQUIPMENT USED OR NEEDED:** Occasional need for hard hat.

**EDUCATION:** Graduation from an accredited college or university with a master's degree in Urban and Regional Planning, or related field.

**EXPERIENCE:** Five (5) years professional planning experience; or a bachelor's degree in Urban and Regional Planning and six (6) years professional planning experience. Supervisory, microcomputer, statistical and analytical experience required. Comparable training or experience may be substituted for portions of these minimum requirements. American Institute of Certified Planners (AICP) certificate preferred.

**LICENSE, CERTIFICATION OR REGISTRATION:** Must have a valid Florida Driver's License and maintain a good driving record. AICP certification preferred.

Union	Non-Union ✓	Exempt ✓	Non-Exempt
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